

TATWORTH PRIMARY SCHOOL

PAYMENT OF GOVERNORS' ALLOWANCES

Ratified by Full Governing Body 12 October 2017

Date of Next Review: October 2018

INFORMATION AND GUIDANCE

- Academies and Maintained schools can choose whether or not to pay legitimate expenses incurred by governors from the school's delegated budget to enabling them to perform any duty as governor or as an associate member.
- Governors cannot claim attendance allowances i.e.: payment for attending meetings themselves, or for loss of earnings.
- There is no legal obligation to pay such expenses.
- The governing body should consider this matter each year, at the first meeting of the Autumn Term.
- Where a governing body does pay allowances, the policy should specify the areas for which claims can be made and the relevant rates, where applicable. A governing body cannot make different provision in relation to members of the governing body and associate members.
- Where the policy is not to pay allowances, this decision needs to be recorded in the minutes of the meeting when it was made.

THE ROLE OF THE GOVERNING BODY

- decides annually whether to pay governors' allowances, bearing in mind policies for equal opportunities and race equality
- details the expenses that can be claimed, if relevant
- monitors the impact of the policy, where relevant, with reference to governors' attendance at meetings and to the total sum claimed
- reviews the policy annually.

AGREED EXPENSES

- Telephone charges
- Photocopying (the majority of which should be done in school)
- Stationery (the majority of which should be provided by the school)
- Care arrangements for dependant relatives e.g. child care/elderly, excluding if care is provided by an existing or former partner/adult who normally lives in the same house/shares dependent care. Should a governor's child attend Breakfast Club or Stay and Play in order to facilitate the governor attending a meeting the charge for this service will be waived.
- Any course fees not paid through the subscription to Governor Services

- Extra costs incurred to carry out governor duties either because of special needs or English not being their first language.
- Travel and subsistence payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events unless these costs can be reclaimed from another source.

PROCESS

- Claims should be sent to the Clerk in advance of incurring costs.
- Claims of over £50 per month would be authorised in exceptional circumstances only..
- The Finance and Personnel Committee will decide if payment should be made, and will report the total claims made at the end of the financial year to the Full Board of Governors.

RELEVANT LEGISLATION AND PUBLICATIONS

- The Education (Governors' Allowances) (England) Regulations 2003